

cw Chron

26 August 1983

MEMORANDUM FOR: NIOs, Assistant NIOs, AG Officers

FROM : Charles E. Waterman  
Vice Chairman, NIC


SUBJECT : Participation in Public Meetings

1. One of the things DCI Area Security Officer [ ] talked about when he spoke to us in our 17 August staff meeting was the need for the NIC to be more responsive to standing Agency regulations about advance notification of plans to attend non-government-sponsored meetings. Attached is a copy of those regulations.

2. It is obvious that the NIC, and especially the NIOs, will at times have a special problem in fully complying with the letter of the law on these matters. We do indeed get involved in a lot of meetings, sometimes with little advance warning. This being the case, we will experiment with a new NIC procedure that hopefully will let us abide by the spirit of the Agency requirements on this matter but let us keep the paperwork to a minimum. Let's try the following, effective immediately.

3. Whenever a NIC officer makes plans to attend (as a passive participant) a non-governmental conference, seminar, or meeting, he or she will fill out a copy of the attached form, a supply of which will be kept by all NIC secretaries. Once filled out, a copy of the form will be given to [ ] for me. In the rare case when a formal outside activity authorization request (Form 879) seems prudent, I'll get back to you quickly. In the more normal case, there will be no such need, but your plan to attend the event will have been documented and the NIC front office will have been made aware of it.

4. None of this, of course, alters your obligation to clear in advance any plans you make to participate actively (speak, present a paper, serve on a panel, etc.) in an outside meeting. In such cases you must continue to fill out those forms that have always been required.

  
Charles E. Waterman

Attachments: a/s

[ ]

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(When Filled In)

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NIC OUTSIDE ACTIVITY

NIC Requester: \_\_\_\_\_

Date of Request: \_\_\_\_\_

A. Identification of Event or Professional Discussion (including dates)

B. Who (generally) will attend?

C. Foreign Attendance?

D. Any awkward situations anticipated?

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